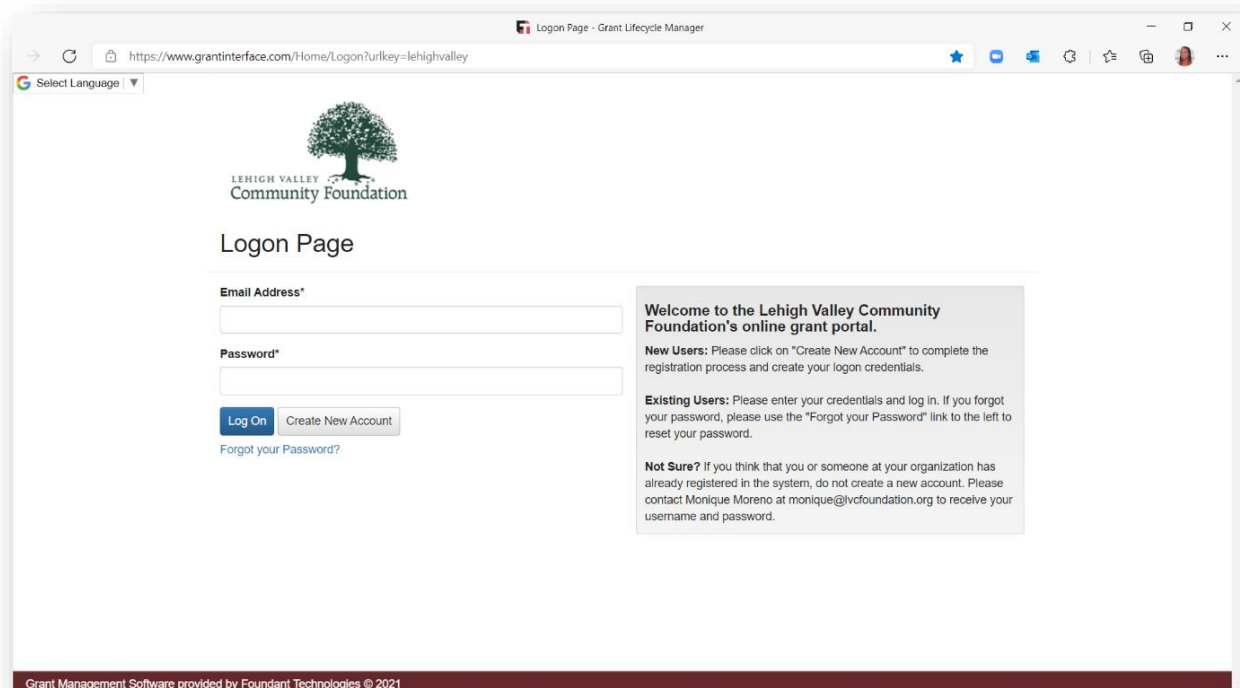


STEP-BY-STEP INSTRUCTIONS FOR CREATING A NEW FOUNDANT ACCOUNT

For new Organizations only*

1. To get started creating an account for your organization, click the link to the Foundant homepage [here](#). The home page will appear as pictured below.



2. New users should click the 'Create New Account' button to get started. The Organization Information tab requires the organization's address and tax ID to proceed. We recommend including an email address and website as well.

NOTE: This option should not be used for organizations who have an existing account.

3. Once the Organization Information tab has been completed, click 'Next'. This will take you to the User Information tab. Foundant requires an address, telephone number, and email address to create a user account. Once this tab is complete, click 'Next'.

Organization Information

User Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, etc.)*

First Name*

Middle Name

Last Name*

Suffix (Sr, Jr, III, etc.)

Business Title*

Enter NA if for a scholarship or B.E.S.T Award

Email / Username*

Email / Username Confirmation*

Telephone Number (###-###-#### x###)*

Mobile Number (###-###-####)

Address 1*

Address 2

City*

State*

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4. The Executive Officer Question tab is a yes or no question. If you are not the Executive Officer for your organization, you will be prompted to input the Executive Officer's information on the next tab.
5. The Additional Executive Officer Information tab is similar to the User Information tab. Please fill this form out to the best of your ability.

User Information

Executive Officer Question

Additional Executive Officer Information

Copy Address from Organization

Prefix (Mr, Mrs, Ms, etc.)*

First Name*

Last Name*

Business Title*

Email*

Telephone Number (###-###-#### x###)

Address 1

City

State

Postal Code

← Previous

Next →

Password

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- The final step is to choose a password. Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_ . Once complete, click 'Create Account'.

→ ↻ <https://www.grantinterface.com/User/Register?urlkey=lehighvalley> Cancel Account Creation

Select Language ▾

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Organization Information

User Information

Executive Officer Question

Additional Executive Officer Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_

Password* **Confirm Password***

⏪ Previous Create Account

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